

LEHMAN COLLEGE: DEPARTMENTAL RETENTION SCHEDULE 7/28/2014

URBAN MALE LEADERSHIP PROGRAM (UMLP)

Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
UML-1	Brochures/Handouts	Printed materials distributed by department on workshops, special programs, and other general information about department	While Needed	General 11[11] b
UML-2	Workshops	Records of workshops held by department, including but not limited to sign-in sheets, surveys, instructional materials, and any other supporting documentation	6 years after program ends	General 12[12]
UML-3	Reports--Significant	Reports containing substantial evidence of College policy, procedures, plans, or directions	Permanent	General 23[23] a
UML-4	Reports--Routine	Reports where critical information is contained in other reports, reports that document internal management and housekeeping activities, or reports that contain only routine legal, fiscal, or administrative information	6 years	General 23[23] b

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Item	Record Series Title	Description / Examples	Retention	CUNY Schedule Reference
UML-5	Reports--Statistical	Statistical tabulations about students served, types of appointments, other matters	While Needed	Counseling Services 3[75]
UML-6	Intake Cards	Intake cards help separately from student files and used for database entry only	While Needed	General 26[26]
UML-7	Event Records	Routine records of events run by department, including but not limited to, space, AV and food requests, handouts/brochures, promotional materials, surveys, sign-in sheets, correspondence and other supporting documentation	6 years	General 38[69] b; Food Services 1[893] b; Public Property and Equipment 10[419]
		Official copy of any program or promotional literature	Permanent	General 38[69] a

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UML-8	Student Files	Records for students either interested and/or participating in departmental programs, including but not limited to intake cards, referral forms, and academic advisement records	6 years after graduation or date of last attendance	Counseling Services 1[72] and Students 1[121] c
UML-9	Mentorship Records	Including, but not limited to, advisement records, intake information, mentor notes, and any other supporting documentation	6 years after graduation or date of last attendance	Counseling Services 1[72] and Students 1[121] c
UML-10	Scholarship Records	Individual scholarship file, including but not limited to applications, list of eligible candidates, list of competition winners and alternates, recommendations, authorization of awards, financial statements, accounting data, reports, and correspondence	6 years	Students 7[125] a
		List of scholarships awarded students	Permanent	Students 7[125] b

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UML-11	Recruitment Records (Non-Athletic) --	Spreadsheets, databases, invitations to events, promotional materials, information collected by admissions counselors, interest cards, other records related to prospective students who apply	3 years	Students 12[900]
		Records related to prospective students who do not apply	1 year	Students 13[901]

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